

**SAMPLE LETTER**  
**REQUEST FOR ECONOMIC REVITALIZATION AREA (ERA)**

If your request is for an ERA and a Tax Abatement, please combine the information into one letter.

(Insert date)

The Honorable Fred L. Armstrong  
Office of the Mayor  
123 Washington Street  
Columbus, IN 47201

RE: Economic Revitalization Area Designation  
(insert property owner's name)

Dear Mayor Armstrong:

We are requesting the designation of our property, the description of which is attached to our application, as an economic revitalization area.

Enclosed with this letter, please find our Application for Economic Revitalization Area.

We request that you place this item on Council Agenda at the earliest convenient date. If you have any questions, please call (insert name of contact person) at (insert telephone number).

Sincerely,

(original signature here)  
(insert name and title under signature)

Encs.

cc: Judy J. Jackson, Community Development Director  
Timothy P. Coriden, City Attorney